



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month SEP	Year 2022		Day 31	Month AUG	Year 2023

## Section A Reference and administration details

Charity name	Happy Hours Preschool
Other names charity is known by	
Registered charity number (if any)	1030668
Charity's principal address	Broadfield Youth & Community Centre Broadfield Barton, Broadfield Crawley Postcode RH11 9BA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Limara Halpin-Tester	Chair		
2	Abbie Frake	Treasurer		
3	Carly Smiles	Secretary		
4	Karen Howes	Nominated Individual		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Louise Silvey	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Happy Hours Preschool is a member of the Early Years Learning Alliance (ELA)

All trustees give their time voluntarily and receive no payment.

DBS Checks are completed prior to commencement of trustees, Ofsted are notified, and training courses completed.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The aims of the charity are to provide or assist in providing facilities for education, recreation and safe caring for preschool children.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To provide safe and educational care for Preschool children aged 2 years to 5 years old. We offer flexible sessional care, which includes use of the Free Entitlement from the local authority for 2 years plus along with the now extended 30 hours funding for those eligible families.

Through the above aim the charity seeks to make a difference by helping support children in our area along with their families and subsequent other companies and professionals, for example local colleges and training forums, along with professionals working alongside these children – whether being local authorities or health care professionals.

The trustees confirm that they have referred to the guidance issued by the Charity Commission when renewing the aims of the setting and planning all future activities.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We refer to the ELA for guidance on all relevant policies, making sure they suit our setting, we will adapt where necessary.

**Summary of the main achievements of the charity during the year**

We have remained financially viable through funding via West Sussex, some fees from parents. Our numbers have increased over the year.

We continued to offer different experiences for the children in setting, with visits to Mini Mayhem a soft play centre and now have a weekly dance teacher coming into setting – supporting “PANCO” We hatched chicks, great experiences for the children. We held Christmas Party with an entertainer/magician and enjoyed a farm trip.

We lost two members of staff due to maternity leave, however, have employed another two members of staff to cover this situation.

We have been able to organise more training this year and have spent a large amount on this, bringing all staff up to date.

We have managed to support the setting without using the contingency fund this year, apart from using it for some new laptops.

We have had a good year in setting, managing to provide a good preschool for local children.

We are looking forward to a good busy year as numbers for 2023/2024 are looking much better.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Our contingency account has remained high.

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal source of funding comes into preschool via the Local Authority via the Free Entitlement, this is the 15-hour funding, however we do have some children whose families are eligible for the 30 hours funding.

We do receive fees from parents who are not able to access the 2-year-old funding or other parents who want to add further sessions to the 15 hours a week funding received from the local authority.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Limara Halpin-Tester	
Full name(s)	Limara Halpin-Tester	
Position (eg Secretary, Chair, etc)	Chair	
Date	26 <sup>th</sup> June 2024	

**HAPPYHOURS PRESCHOOL****INCOME AND EXPENDITURE ACCOUNT 12 MONTHS ENDED 31 AUG 2023**

INCOME	£	EXPENDITURE	£
BALANCE B/FWD	21,709.76		
FEES WSCC	147724.40	WAGES INC NI/TAX	125,111.01
FEES	12420.12	RENT	14,099.00
OUTINGS	590.00	UNIFORM	291.60
XMAS PARTY FEES	132.00	PLA INSURANCE	697.35
Raffle	186.00	ACTIVITY MATERIALS	147.62
PHOTO COMMN	151.05	STATIONERY/PHOTOCOPIES	237.77
From Contingency Acc	1,623.96	OUTING	1,539.50
Apprentice Levy	500.00	PARTIES	247.00
		CLEANING	548.95
		PROVISIONS	1,228.06
		EQUIPMENT	2,085.72
		AUDIT FEES	300.00
		PRESENTS	455.79
		TRAINING	554.58
		POSTAGE	218.17
		COMPUTER	2,979.54
		PHONE	683.72
		STAFF COST	1,063.18
		OFSTED & DISCLOSURE	123.60
		PENSIONS	351.40
		BOOKS	304.62
		REFUND OF FEES	70.00
		LIVING EGGS	312.00
		GRACIE GROOVES	355.00
		THEATRE	335.00
		MISC	128.36
		ROOM-BUILDING	424.55
		CBC ATTACHMENT	527.00
		Balance C/Fwd	6,702.93
		Petty Cash C/F	20.00
		Transfer to Graduate Acc	22894.27
	<b>£185,037.29</b>		<b>£185,037.29</b>

I have examined the books of account and the relevant paperwork and confirm that it is fair and true reflection of the financial position.

**DIANE CLARKE**

**26/06/2024**

**HAPPYHOURS PRESCHOOL**  
**CONTINGENCY ACCOUNT 12 MONTHS ENDED 31 AUG 2023**

<b><u>INCOME</u></b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
Balance B/F	81,274.02	T/F to C ACC	1,623.96
Interest	471.21		
		Balance C/F	80,121.27

I have examined the books of account and the relevant paperwork and confirm that it is fair and true reflection of the financial position.

**DIANE CLARKE**  
**26/06/2024**

**HAPPYHOURS PRESCHOOL**  
**GRADUATE LEADER ACCOUNT 12 MONTHS ENDED 31 AUG 2023**

<b><u>INCOME</u></b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
Balance B/F	0.00	T/F to C ACC	0.00
T/F from C.ACC	22,894.27		
		Balance C/F	22,894.27

I have examined the books of account and the relevant paperwork and confirm that it is fair and true reflection of the financial position.

**DIANE CLARKE**  
**26/06/2024**











Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Happy Hours Preschool

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1030668

Set out on pages

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2023**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed: DClarke

Date: 26<sup>th</sup> June 2024

Name: Diane Clarke

Relevant professional  
qualification(s) or body  
(if any):

Address: 49 Ringwood Close, Crawley, West Sussex RH10 6HQ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.